

Finding Open and Rolling Enrollment Bids While Logged Into COMMBUYS

This Job Aid shows how to:

• Browse for Open Enrollment and Rolling Enrollment Bids using the Documents Navigation menu

Of Special Note:

#2

Although vendors usually search for bids using Advanced Search functionality when logged in COMMBUYS, there is a different process to find Open and Rolling Enrollment Bids. Rolling Enrollment Bids allow buyers to accept quotes and review them as they are submitted. Open Enrollment Bids allow buyers re-open a contract at any time (or at set intervals) to add new vendors.

Searching functionality is not included in the Seller Administrator role. Only users with Seller privileges can conduct searches in COMMBUYS. These instructions assume the logged in user has Seller credentials.

Screenshot		Directions
COMMBUYS is the only official procurement record system for the Commonweal Departments. COMMBUYS is there internet based access to all public procure order to promote transparency, increase competition, and active best value for COMMBUYS INFORMATION: Tor more information on COMMBUYS please visit the COMMBUYS support pages Buyer Training Coencies Buyer Training Coencies Buyer Webcast Training Vandor Technic Resources. Buyer Training Coencies Job Adds for Wendors Buyer Webcast Training Context Training Coencies Job Adds for Vendors Undor Yeacts Training Information about Statewide Contract Dar Cades and Procurement Schedule UNSSEC Look Up Tool Engreys and Vendors: UNSSEC Look Up Tool Engreys and Vendors:	Login ID	<complex-block></complex-block>
If you have any questions or concerns contact the COMMBUNS Help Desk at COM during normal business hours (Bam - Spm ET Monday - Friday) at 1-888-627-8283 Attention Vendors: 54 Newly posted bid Browse by Category Public Bulletins	or 617-720-3197. Is - Week of 4/11 Important Links	
		 Navigation Menu 1. From the Homepage, click on the blue Documents link to expand the



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	Docu	uments ^	Step 3: Accessing the Bids Navigation				
	POs	~	Menu				
	Bids	~	1. Click on the down-facing arrow ne				
Home - Welcome Back J Doe	Contracts	~	Bids to expand the Bids dropdov				
	Quotes	~	menu.				
News(0) Vendor Communication(1) Bids(12376) PO(5) Quotes(8) Invoices(0) Vendo	Invoices	~					
No News Available							
Copyright © 2016 Periscope Holdings, Inc All Rights Reserved.							
	Docu	iments ^	Step 4: Accessing Open/Rolling Enroll				
	POs	~	Bids				
	Bids	^	1. Click on the Opening/Rolling				
Home - Welcome Back J Doe	Bids Open		1. Click on the Opening/Rolling Enrollment selection from the				
Home - Welcome Back J Doe	Bids	ng					
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ids - OpenRolling	5						
Show Bids for Category	All				~		Go
BId(30)							
		1-25 of 1 2	30				
Bid #	Organization	Buyer	Description	Purchase Method	Bid Opening Date	Bid Q & A	Quot
BD-17-1080-OSD07- OSD07-8526	Operational Services Division	Regina Kinney	Request for Telecom Infrastructure Services	Open Market	10/31/2017 12:00:00 AM	View	
BD-17-1080-1080C- 1080L-8519	Operational Services Division	Jonathan Gasson	Paint Storage Shed Maintenance	Open Market	10/31/2025 12:00:00 AM	View	
BD-17-1080-1080C- 1080L-8516	Operational Services Division	Jonathan Gasson	Open Enrollment Bid	Open Market	10/04/2016 12:00:00 AM	View	
BD-16-1026-DOE02- DOE01-00000007788	Department of Elementary and Secondary Education	Jonna Willis	16MAPRONK1 Books and Other Published Materials	Open Market	12/31/2018 12:00:00 PM	View	
BD-16-1031-ADMIN- ADM08-00000007751	Department of Public Health	Charles Caron	RFR_172125 Certified Tumor Registrars	Blanket	06/30/2025 12:00:00 PM	View	
BD-16-1068-1068C- 1068L-00000007485	Massachusetts Gaming Commission	Agnes Beaulieu	MGC-CATERING- 2016	Open Market	01/02/2020 10:44:00 AM	View	
BD-16-1021-DFS-DFS01- 00000007460	Department of Fire Services	Nancy FitzGerald	DFS-Generator3- 2015. Purchase, Installation and Repair of Mobile/Portable Generators	Blanket	03/01/2021 05:00:00 PM	View	
BD-16-1037-2CTF0-CTAF- 00000007365	Department of Early Education and Care	Nathan Landers	CTF Resource Lending Library RFR	Open Market	03/10/2022 05:00:00 AM	View	
BD-16-1021-DFS-DFS01- 00000007278	Department of Fire Services	Nancy FitzGerald	DFS-VehicleEx- 2016, Cars for Vehicle Extrication Training	Open Market	03/01/2021 05:00:00 PM	View	
BD-16-1071-AO-CON01- 00000007056	Massachusetts Rehabilitation Commission	Donna Ellis	1-10-01 AT MRC AT ACT PROGRAM:Durable Medical	Blanket	03/31/2019 04:00:00 PM	View	

Screenshot

Directions

Step 5: Browsing Through Bids

- 1. The bids will be displayed in descending order by **Bid #**.
- 2. Click on the blue hyperlinked **Bid #** to view and respond to the bid.